

## **Earth Day Award Instructions**

1. Complete the nomination form, submitting all supporting documents and/or photos prior to deadline of January 30, 2004. Be sure to address why your project goes *beyond what is required by regulation or represents innovative environmental technology*. Documents and photos may be submitted in any form you wish.
2. The Board of Oil, Gas and Mining will review completed nomination packets during its regular February board hearing. Nominees determined to meet the criteria for further consideration will be contacted and asked to make a formal presentation of their material before the board during its regular March hearing. This presentation is limited to 15 minutes. While the form of the presentation is strictly at the discretion of the nominee, it is recommended that the presentation utilize visual aids such as overhead projector, slides, handouts, etc.
3. Nominees selected to receive 2004 Earth Day Awards will be notified by mail and asked to attend the Board of Oil, Gas and Mining's regular April hearing where awards will be presented. It is also requested that photos used in your presentation be supplied in electronic format for use during the award ceremony.
4. Should you have questions please contact Jim Springer (801) 538-5324 or Mary Potter (801) 538-5327.